

DD/A 81-2252/2

3 OCT 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Executive Officer to the DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for the DCI

REFERENCE: Memo from D-DCI/DDCI Executive Staff, dtd 29 Oct 81,
same Subject

1. Forwarded herewith is a memorandum which we have received from the Office of the DCI establishing an additional weekly report. It is requested that you include in your respective weekly reports to me any information relating to the items delineated in paragraph 2 of reference.

2. The weekly report which we have been submitting solely to the DDCI will continue in the same format as in the past.

Harry E. Fitzwater

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DD/A Registry

81-2252

29 October 1981

MEMORANDUM FOR: Morning Meeting Attendees

FROM : Robert M. Gates
Director, DCI/DDCI Executive Staff

SUBJECT : Weekly Report for the DCI

1. At Tuesday's Staff Meeting, the Director asked that the participants in the Morning Meeting provide him with a weekly report on their activities. I have discussed this further with the Director and he has asked that this procedure begin immediately.
2. Your report, preferably no more than a page or so in length, should be forwarded to by close of business each Friday. We will assemble the reports and provide them with a checklist to the DCI and DDCI on Monday. The weekly report should include: (1) progress reports on tasks assigned by the DCI/DDCI; (2) items or events of major interest that have occurred or come up during the preceding week, particularly those with implications for the Intelligence Community or other directorates or offices in the Agency; (3) significant events anticipated during the coming week. At least at the outset, you probably will want to interpret this guidance fairly broadly. STAT
3. NFAC and DDO have received specific tasking from the Director for long-range plans in specific areas. These are due on 13 November. You need not include progress reports on that tasking prior to the Director's approval of your plans. Subsequent to that approval, I believe he would like a very brief weekly update on progress. This presumably will be supplementary to OPP's reports to him on directorate achievement of milestones in their plans.
4. The first weekly report will be due at close of business, 30 October.

ROBERT M. GATES

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